



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5855135
Dated/दिनांक : 22-01-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-02-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-02-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Industrial Finance Corporation Of India (ifci)
Office Name/कार्यालय का नाम	Ho
क्रैता ईमेल/Buyer Email	buyer3.ifcii.dl@gembuyer.in
Item Category/मद केटेगरी	Hiring of Consultants - Milestone/Deliverable Based - Practicing Company Secretary; Legal / Policy/Regulatory; No; Hybrid(As specified in scope of work)
Contract Period/अनुबंध अवधि	11 Month(s) 6 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

CS
IFCI Tower, 61 Nehru Place, New Delhi-110019
(Ifci Limited)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
---	----

Details of the Competent Authority for MSE

Name of Competent Authority	CA of IFCI
Designation of Competent Authority	CA of IFCI
Office / Department / Division of Competent Authority	CA of IFCI
CA Approval Number	1
Competent Authority Approval Date	22-01-2025
Brief Description of the Approval Granted by Competent Authority	Approval given by competent authority for this purchase due to organizational specific requirement.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Financial Bid Format - [1737549118.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**Extendability of contract requirement:**As per Bid Document**Last 3 years average business revenue from consulting:**As per Bid Document**Number of Consultants on payroll of firms:**As per Bid Document**Number of projects completed in India having similar scope & size of proposed project under hiring:**As per Bid Document**Scope Of work:**[1737553503.pdf](#)**Profile of Consultants:**[1737553520.pdf](#)**Pre-qualifications Criteria:**[1737553524.pdf](#)**Payment Terms:**[1737553528.pdf](#)**Price Break Up Format:**[1737553532.pdf](#)**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Prior Experience of similar work, Team Size, Turnover, Audit of equity listed cos, Audit of PSU/NBFC/PFI	100	75	View file	Yes

Total Minimum Passing Technical Marks: 75

Hiring Of Consultants - Milestone/Deliverable Based - Practicing Company Secretary; Legal / Policy/Regulatory; No; Hybrid(As Specified In Scope Of Work) (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Consulting Category/ Stream	Practicing Company Secretary
Consultant's Profile	Legal / Policy/Regulatory
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sharmila Chhikara	110019,12th Floor, IFCI Tower, 61, Nehru Place, New Delhi	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.
Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TERMS AND CONDITIONS: -

(i) Validity of Appointment: The validity of appointment will initially be for the financial year 2024-25 for conducting Secretarial Audit and issuance of Annual Secretarial Compliance Report.

(ii) Completion of Audit: The Secretarial Audit shall be completed within 30/45 days from the date of end of financial year or award of work/contract whichever is later. It is also expected that the Secretarial Audit has to commence within 20 days from the award of the work/contract, time being the essence of the contract.

(iii) Place of Audit: The audit work has to be conducted at the Registered Office of the Company which is IFCI Tower, 61 Nehru Place, New Delhi – 110019.

(iv) Payment Terms: Payment will be released within one month from the date of submission of bill by the PCS/ Firm and after issuance of Secretarial Audit Report to the satisfaction of IFCI. No advance payment shall be made for conduct of Secretarial Audit.

(v) Management Right: The Management of IFCI reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice, right to reject all or any bids without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.

(vi) Identification of Nodal Officer: The successful PCS/ Firm shall nominate a Nodal Officer, within 5 days from the award of the work/contract. Details of the Nodal Officer should be given to IFCI immediately after his/her nomination for timely and smooth interaction.

(vii) Dispute: In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CEO & MD / DMD, IFCI will be final and binding on both the parties to the Contract.

(viii) Submission of Bids: The PCS/ Firm satisfying/ fulfilling the above stated eligibility criteria must read the tender document very carefully before submission of bids. The evaluation of the bids will only be based on the documents uploaded online on GEM Portal <https://gem.gov.in/>

1. Bidder(s) shall submit their bid (comprising of "Technical" and "Financial" bid), online at GEM Portal. Bidder(s) who wish to participate in this tender must be registered as seller at [https://gem.gov.in.](https://gem.gov.in/) A two-stage bidding process will be followed. The response to the RFP will be submitted in two parts:

- Technical bid Part I
- Financial bid Part II

Online submission of bids: Online bids will have to be submitted within the time specified on website <https://gem.gov.in/> the following manner:-

Technical Bid: Scanned Copies to be uploaded (.pdf): Technical bid response must comply with the Technical Bid Format as per annexures provided and all the compliances stated **in this RFP**. The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for pre-qualification of bidder(s). Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Before submitting the bid, the bidder(s) shall ensure that all the documents and annexures being uploaded are self-certified/ signed by the Bidder(s). IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in IFCI's opinion it is found to be minor or an acceptable deviation. **Format of Technical Bid as per Annexure-4.**

-

Financial Bid: Bidder(s) are requested to read the terms and conditions mentioned in this tender document and submit the form accordingly. The rates as given in the financial bid shall be quoted in figures and the rates must be inclusive of all taxes. The bidder(s) are required to check the prices/amount carefully before uploading the financial bid. Only one bid would be considered from one PCS / Firm. **Format of Financial Bid as per Annexure-5.**

(ix) Date of Submission and Opening of Bids: The bid shall reach IFCI's Registered Office on or before the timelines mentioned below. Technical Bids will be opened in the presence of applicants, who desires to be present there. The Technical Bids received after the specified date/time, incomplete/unsigned, in open envelope or by mail will not be considered/be rejected.

Date of Submission of Bids (Technical and Financial)	04:00 P.M. on Monday, 03/02/2025
Date of Opening of Technical Bids	04:30 P.M. on Monday, 03/02/2025
Date of Opening of Financial Bids	Shall be communicated to technically qualified bidder(s)

(xi) Performance Bank Guarantee (PBG) / Performance Security / Security Deposit: To ensure due performance of the contract, PBG / Performance Security / Security Deposit will be obtained from the successful bidder awarded the contract. The successful bidder will be required to provide Performance security for an amount of 5% of the value of the contract (Audit Fee). The Performance Security is to be furnished by within 14 (fourteen) days after notification of the award and it shall remain valid for a period of 60 (sixty) days beyond the date of submission of Audit Report by the Auditor and placing of the same before the Board.

The performance security will be forfeited and credited to IFCI's account in the event of a breach of contract by the bidder who is awarded the contract. It should be refunded to the bidder without interest, after he duly performs and completes the contract in all respects but not later than 60 (sixty) days of completion of all such obligations.

(xii) Amendment: The Bidder(s) are advised to visit GEM Portal <https://gem.gov.in/> and IFCI's website on regular basis for checking necessary updates. Prospective bidder(s) will be notified of amendment, if any, in the RFP Documents which will be final and binding on all the bidder(s), including extension of deadline for submission of Bid, via notification on IFCI website only.

(xiii) Misrepresentation: If any false information/documents is provided/submitted or it comes to the knowledge of IFCI, IFCI reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ firm/proprietor.

(xiv) Rejection of Bids: Bids may be rejected on occurrence of any one of the following events/ conditions:

(i) General Rejection Criteria

Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidder(s) bid.

- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any evidence of cartelisation.
- Bids received by IFCI after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

(ii) Technical Rejection Criteria

Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.

Bidder(s) not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.

Bidder(s) not complying with the Technical and General Terms and conditions as stated in the RFP Document.

Bidder(s) not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work of this tender.

If the bid does not confirm to the timelines indicated in the bid.

(iii) Financial Rejection Criteria

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

(xv) Clarification: In case of any clarification required in this regard, the undersigned may be contacted

Name of the contact person for any clarification	Ms. Priyanka Sharma, 011-41732000; Ms. Sharmila Chhikara, 011-41732000
e-mail Address	priyanka.sharma@ifcilttd.com sharmila.chhikara@ifcilttd.com (Please quote the RFP No. in the Subject Line of the e-mail)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The

Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---